

## PTO ROOM PARENTS

Thank you for volunteering to be a PTO Room Parent. You are responsible for organizing two classroom parties. As a room parent, you will find attached a list of parent volunteers for your child's classroom to begin calling for help organizing the party.

- Holiday Party in December
- Spring Party - Contact your teacher for their second party he/she plans to have

Please use the following as a guide when planning the party. Your teacher would also be a valuable resource as to what works best. Some things to ask: time of classroom party, current student count, and any food allergies. Remember: all treats must be store bought.

Drinks/Cups: \_\_\_\_\_

In Class Treat (1 or 2): \_\_\_\_\_

Napkins/Plates: \_\_\_\_\_

Take Home Treat or Gift Bag: (1 or 2 people, doesn't have to be candy – pencils, erasers, small trinkets make great take home items too!)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Room Helpers: (at least one, but 2 is appreciated)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please make a copy of this form so a completed form can be given to your teacher and one can be kept by the room parent. Additional copies can be used for the spring party.

PTO would like to thank your for volunteering. If you have any questions or if you do not feel you can be the room parent, please contact your teacher or a member of the PTO.

Bowling Green Elementary PTO